



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Canc: May 2017

OPNAVNOTE 1700  
DNS-C Ser/ 17U101003  
11 Jan 2017

OPNAV NOTICE 1700

From: Chief of Naval Operations

Subj: FISCAL YEAR 2016 NAVAL SHORE ACTIVITIES SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10N  
(b) MILPERSMAN 1306-102

Encl: (1) Naval Shore Activities Primary Nominating Commands  
(2) Command Contact Cover Sheet

1. Purpose. To implement the Naval Shore Activities Sailor of the Year (SOY) Program and to provide eligibility criteria and organizational responsibilities.

2. Background. Reference (a) provides details of the Navy SOY Program. The Naval Shore Activities SOY Board selects one candidate to compete in the Navy Shore SOY competition.

3. Eligibility. The period of eligibility for the Naval Shore Activities SOY is 1 October 2015 to 30 September 2016. Each command listed in enclosure (1) or other commands as approved by Director, Navy Staff (DNS) will be a primary nominating command for the Naval Shore Activities SOY.

a. Sailors in pay grades E-4, E-5, and E-6 serving in type duty codes 1, 3, or 6, per reference (b), who meet the criteria in subparagraphs 3a(1) through 3a(5) are eligible to compete for Naval Shore Activities SOY.

(1) Active duty Sailors.

(2) Full-time support (FTS) Sailors.

(3) Active duty and FTS Sailors attached to joint or specific Navy commands listed in enclosure (1).

(4) Sailors fully eligible for advancement to the next higher pay grade except for time in rate.

(5) Navy Reserve Sailors serving on active duty for special work (ADSW). ADSW personnel will be considered along with other personnel from their permanent duty station instead of the unit to which assigned for ADSW.

b. The Sailors in subparagraphs 3b(1) through 3b(3) are not eligible to compete for the Naval Shore Activities SOY:

(1) Sailors selected for an officer commissioning program, or an E-6 selected for advancement to E-7.

(2) Canvasser recruiters or support personnel eligible for Enlisted Recruiter of the Year, or Enlisted Reserve Recruiter of the Year.

(3) Sailors serving on type duty codes 2 or 4, or if they are attached to Commander, Navy Reserve Force (inactive duty Navy Reserve in an active drill status); Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet Command; Commander, U.S. Naval Forces Europe-U.S. Naval Forces Africa/U.S. 6th Fleet; and Chief of Naval Personnel, all of which conduct separate selection processes and compete at the Navy Shore SOY Board.

4. Responsibility. Office of the Chief of Naval Operations (OPNAV) command master chief (CMC) will establish a board to interview and select the Naval Shore Activities SOY from nominees of primary nominating commands listed in enclosure (1).

5. Action

a. Commands listed in enclosure (1) must submit their nomination packages via e-mail to YNC Kathryn Wood, YNC Terry Edwards, and ITC Shantay Peterson at [CNO\\_PTGN.SHORE\\_ACT\\_SOY@navy.mil](mailto:CNO_PTGN.SHORE_ACT_SOY@navy.mil). If package cannot be sent digitally, contact OPNAV CMC Charles Collins at [CNO\\_PTGN.OPNAV\\_CMC@navy.mil](mailto:CNO_PTGN.OPNAV_CMC@navy.mil).

(1) Nomination packages must arrive no later than 1600, 3 March 2017. Packages should be sent digitally per reference (a), including high-resolution photos. If package is not received by the due date, it will not be considered by the board.

(2) Questions concerning packages may be addressed to the OPNAV CMC Charles Collins at commercial: (703) 614-2262/DSN: 224-2262, or e-mail at [CNO\\_PTGN.OPNAV\\_CMC@navy.mil](mailto:CNO_PTGN.OPNAV_CMC@navy.mil).

b. The Naval Shore Activities SOY Review Board will convene Wednesday, 15 March 2017.

(1) The OPNAV CMC will chair the review board which will consist of a panel of four CMCs and or senior enlisted leaders from commands listed in enclosure (1).

(2) The board members will evaluate all packages per OPNAV 1650/17 Sailor of the Year Grading Sheet and select five finalists from initial entries by Thursday, 16 March 2017.

(3) Notification of the five finalists will be made to respective commanding officers and command master chiefs (CMDCM) by Friday, 17 March 2017.

c. The five finalists will be interviewed by the same panel of board members via video teleconference on Wednesday, 22 March 2017. Panel members will recuse themselves if a subordinate is selected as a finalist and a new panel member will be selected by the chair from commands listed in enclosure (1).

6. Nomination Packages. Each command must electronically submit their package per reference (a). This package must be prepared in Microsoft Word format, with images included as attachments; high-resolution photos are recommended to ensure photos are usable. Submit packages in Adobe Acrobat format with the proposed award provided separately in Microsoft Word. Original documents must be readily available if requested, as modifications must be made to the winner's package in order to forward. Provide a cover sheet with the phone numbers and email addresses of the commander or commanding officer and CMDCM, per enclosure (2).

7. Finalists. Per reference (a), the Sailor selected to advance to the Navy Shore SOY competition will not be recognized with a personal award pending the outcome of that competition.

a. Nominees not selected to advance as one of the five finalists for Naval Shore Activities SOY will receive a Navy and Marine Corps Commendation Medal drafted and issued by their primary nominating command.

b. The four Naval Shore Activities SOY finalists not selected to advance to the Navy Shore SOY competition will receive a Navy and Marine Corps Commendation Medal from DNS.

8. Forms and Information Collections

a. OPNAV 1650/17 Sailor of the Year Grading Sheet is available for download on Naval Forms OnLine <https://navalforms.documentservices.dla.mil/>.

b. The reporting requirement contained in paragraph 6 is exempt from reports control by Secretary of the Navy Manual 5214.1 of December 2005.

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9. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

  
J. G. FOGGO  
Director, Navy Staff

Releasability and distribution:

This notice is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

Paragraphs 1 through 22 are a comprehensive list of commands, as outlined in OPNAVINST 5400.45, with exception of those that are type duty codes 2 and 4 per reference (b), or commands attached to Commander, Navy Reserve Force (inactive duty Navy Reserve in an active drill status); Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet Command; Commander, U.S. Naval Forces Europe-U.S. Naval Forces Africa/U.S. 6<sup>th</sup> Fleet; and Chief of Naval Personnel, that are eligible to nominate a Service member to Naval Shore Activities SOY Board.

1. Secretary Of The Navy
2. Chief of Naval Operations
3. Commander, Naval Special Warfare Command
4. Commander, U.S. Fleet Cyber Command
5. Commander, U.S. Naval Forces Central Command
6. Commander, Navy Installations Command
7. Chief, Bureau of Medicine and Surgery
8. Commander, Naval Sea Systems Command
9. Commander, Naval Air Systems Command
10. Commander, Naval Supply Systems Command
11. Commander, Naval Facilities Engineering Command
12. Commander, Space and Naval Warfare Systems Command
13. Superintendent, U.S. Naval Academy
14. Commander, Naval Legal Service Command
15. Commander, Naval Safety Center
16. President, Naval War College
17. President, Naval Postgraduate School

- 18. Commander, Operational Test and Evaluation Force
- 19. Commander, Naval History and Heritage Command
- 20. Director, Navy Band
- 21. Commanding Officer, United States Ship (USS) Constitution
- 22. Commander, Office of Naval Intelligence

**COMMAND CONTACT COVER SHEET**  
**FOR OFFICIAL USE ONLY**  
**(WHEN FILLED IN)**

**SOY Nominee**

Name:

NOS:

**Director/Commander/Superintendent/Commanding Officer**

Name:

Rank:

Title:

E-mail:

Phone Number:

**Command Master Chief**

Name:

E-mail:

Phone Number:

**Command**

Full Name:

Message PLAD: